

**Viota & Associates CPA LLC**

(787) 296-9060 | mforteza@viotacpa.com

Invoice #:  
202400080Invoice Date  
02/29/2024Page  
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Bill To:

**OFFICE OF THE FPM, LLC**1225 AVENIDA JUAN PONCE DE LEON  
SAN JUAN, PR 00907

Please pay by

02/29/2024

Invoice Total

**\$1,343.75**

For professional service rendered as follows:

Accounting services - 10.75 hours @ \$125 per hour

Date	Staff	Activity	Hours	Units
01/31/24	Malave, Adianis	Accounting Services Post Payments and Posted PS in PR Pay, review accounting for preparation informative 480.	2.75	
02/07/24	Forteza, Maria	Accounting Services File 480.6SP, 480.6C & 480.6A 2023 Informatives (36 forms)	0.25	
02/07/24	Malave, Adianis	File Tax Return Preparation 480.6A, 480.6C and 480.6SP 2023	1.25	
02/08/24	Forteza, Maria	Client Communications Download Inforatives returns 2023 and send to Javier Gonzalez	1.00	
02/12/24	Forteza, Maria	Accounting Services EMAIL 480.6C INFORMATIVE RETURNS (REQUESTED BY JAVIER)	0.25	
02/20/24	Forteza, Maria	Client Communications Email Denise Rodriguez amended forms 480.6SP & 480.6C -2023	0.25	
02/20/24	Malave, Adianis	Accounting Services Download invoices to Dropbox, Review Invoices, calculated withholdings, invoices in Excel	1.25	
02/26/24	Forteza, Maria	Accounting Services ACH Vendor payments January Services 1 of 2 transactions	1.50	
02/27/24	Malave, Adianis	Accounting Services Download Travel Invoices to Dropbox, Review Travel Invoices, calculated withholdings, invoices in Excel	1.25	
02/27/24	Forteza, Maria	Accounting Services Vendor Payments -January Invoices, PS withholding deposit and ACH for Trave Expenses 11/2023 and 12/2023	1.00	
Total Amount				1,343.75

Invoice Total

**\$1,343.75**

## Additional information

Invoices are due upon receipt. Your prompt payment is appreciated.